

Air Force Reserve Command

Integrity - Service - Excellence



***Managing
Your
Participation
Requirements***

- **Pay Programs**

- **Fiscal Year (FY) requirements**

- **Annual Tour (AT)**

- **IDTs**

- **Satisfactory year for retirement**



- **Non-pay programs**

- **Satisfactory year for retirement**



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Fiscal Year (FY) Requirements

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FY Participation Requirements



- **Required to perform 24/48 paid IDTs**
 - **IDT is one 4 hour period, no more than 2 per day**
 - **12-14 day annual tour**
 - **No more than one Annual Tour in a FY**
 - **Schedule your Annual Tour and IDTs before requesting a special/MPA tour**
 - **Your program manager may waive unsatisfactory FY participation 1st year**
 - **HQ ARPC/DPR approval authority for any subsequent waivers**
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Recent Changes to Fiscal Year (FY) Requirements



Recent Changes to FY Participation Requirements



- **AF/RE directed changes**
 - **Better management of RPA funds**
 - **Consistent visibility with active duty supervisors**

- **Required to submit a schedule of IDTs to PM**
NLT 15 Aug of each year beginning for FY05



Recent Changes to FY Participation Requirements



- **IDTs limited to no more than 8 or 16 paid points per quarter depending on Reserve Section**
 - **Supervisor/PM may initiate an Exception to Policy**
 - Letter to allow for more IDTs in a quarter**
 - **ARPC/CC is approval/disapproval authority**

Retention/Retirement (R/R) Requirements

R/R Year Requirements

- **12 consecutive months**

- **Must be credited with a minimum of 50 points**
 - **35 earned points**
 - **15 membership points**

- **Counts towards your retirement**



R/R Year Requirements



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- **Point totals**
 - **90 points inactive duty toward retirement**
 - **IDT, correspondence courses, membership**
 - **All active duty counts towards retirement**
 - **Annual**
 - **Special RPA**
 - **School**
 - **MPA**
 - **Mobilization**



R/R Year Requirements



- It is your responsibility to track your R/R year -- it affects your retirement
- You will receive your AF Form 526 approximately 60 days after the close-out of your R/R year
- Check your AF Form 526 annually
- Review it on vMPF
- Call ARPC/DPPK, Point Credit Branch for point corrections
 - 1-800-525-0102





R/R Year Requirements



- **After you are “retirement eligible” R/R affects your retention**
 - **1st unsat year, reassignment may be waived by your program manager**
 - **2nd unsat year, you will transfer to ISLRS or may retire (DoDD 1200.15)**



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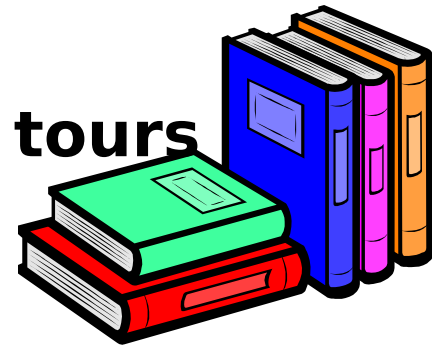
Substitutions for Annual Tour and Split Tours

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Substitutions for Annual Tour



- **Substitute School Tours for Annual Tour**
 - **Must be at least 12 academic days for full substitution**
 - **Partial substitutions are authorized (day for day)**
- **Request for substitution accomplished in WOTS**
 - **Substitution does not change how tours are coded in the system (PCARS)**



Impact of Substitutions

- **Ensures**

- **FY requirements are met**

- **Prevents**

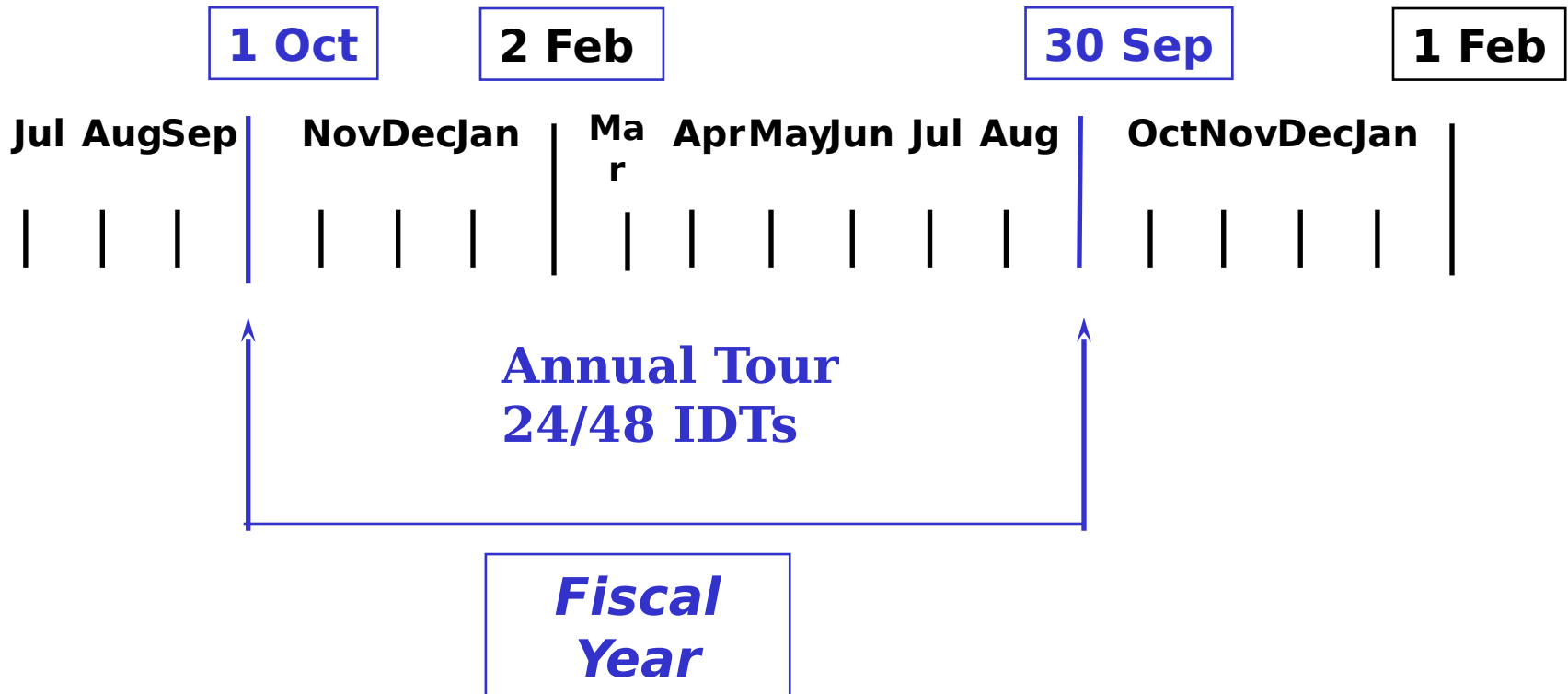
- **You from being an unsatisfactory participant**
 - **Reassignment for unsatisfactory participation**



Split Tours and AT/IDT Tours

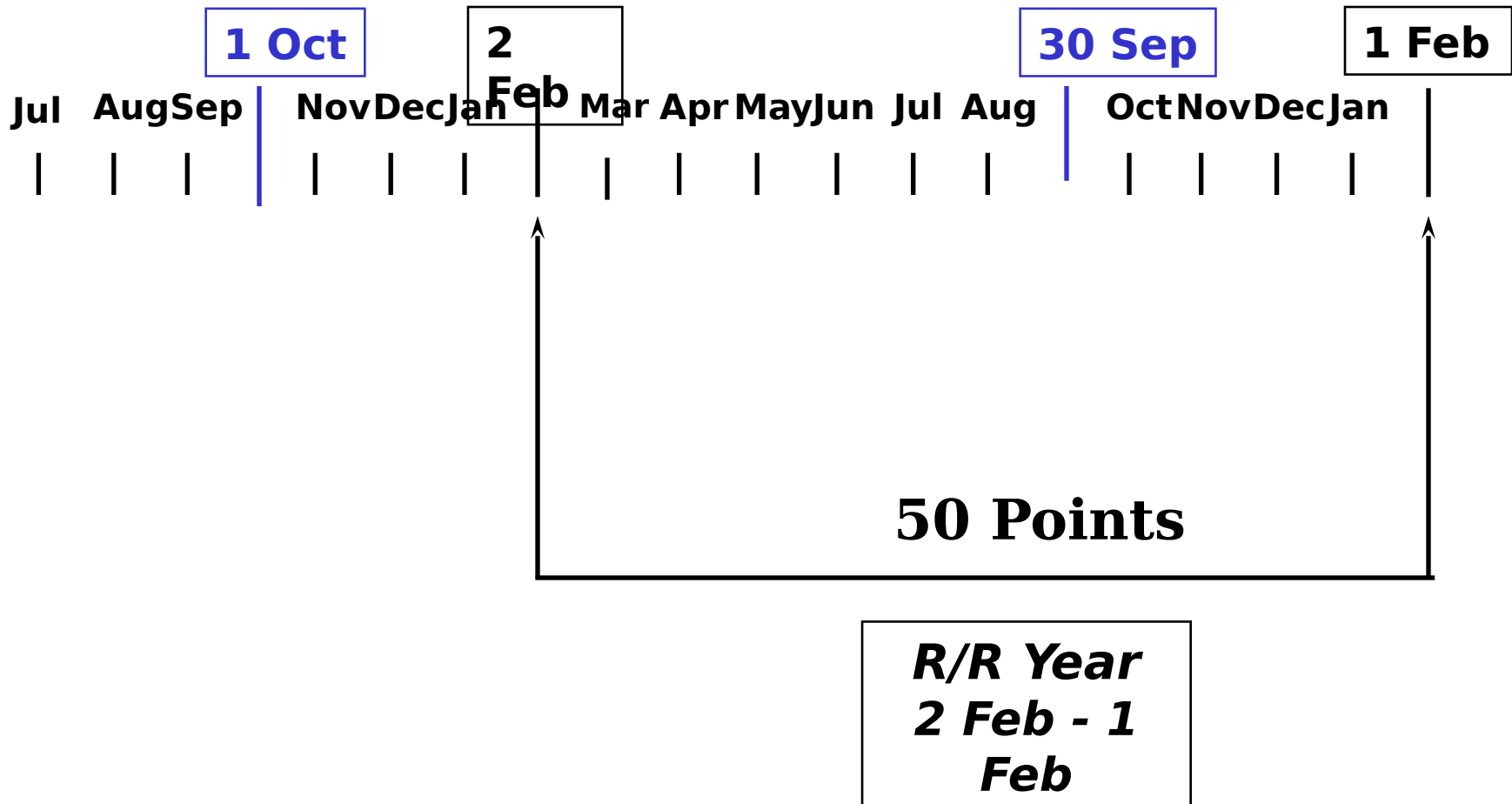
- **AFMAN 36-8001**
 - **Allows for Annual Tours (AT) to be split**
 - **Allows for combining IDTs with AT, but...**
 - **Only if it is justified to meet training requirements**
 - **And you cannot combine IDT and AT for the sole purpose of paying for IDT travel**

FY Example



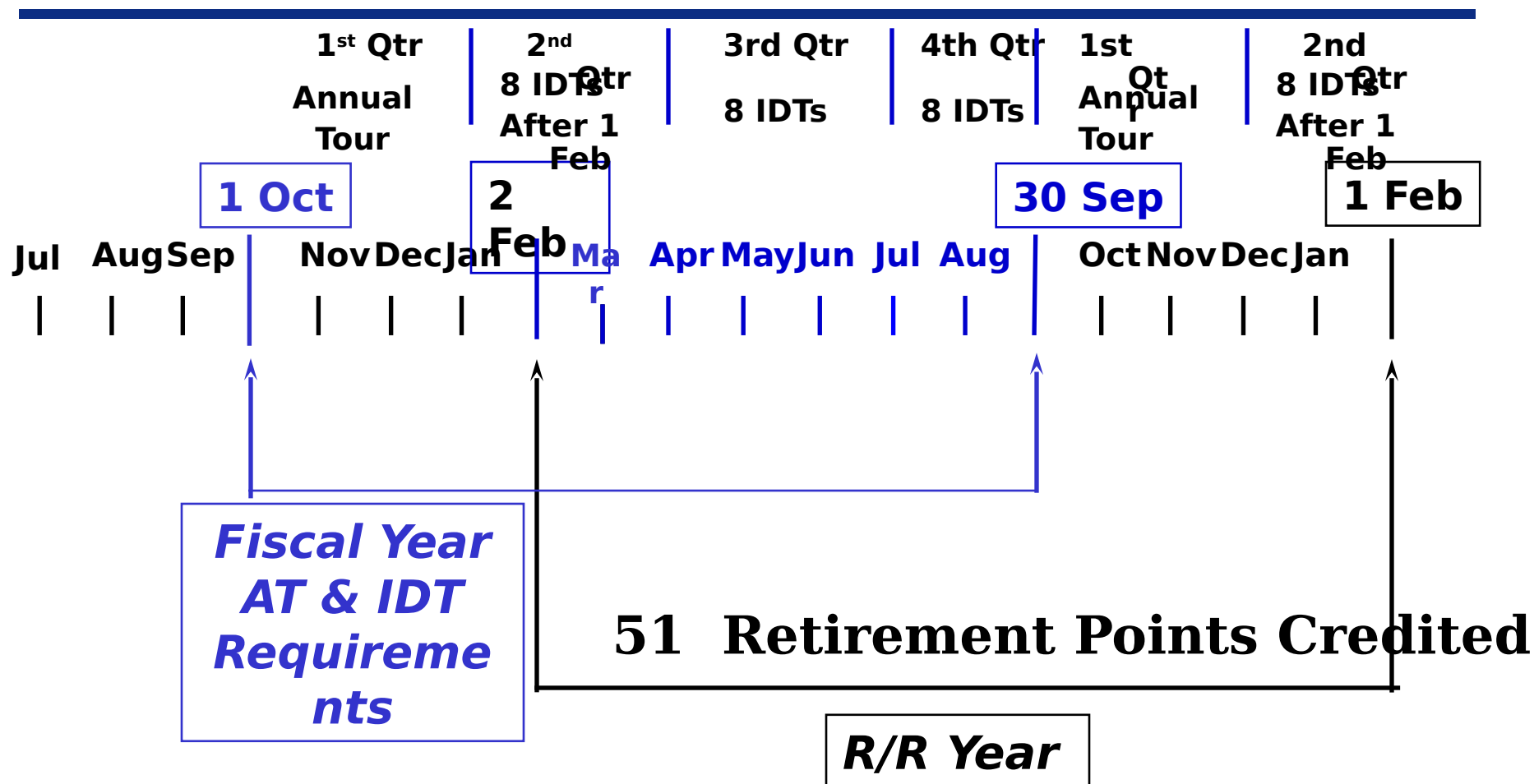


R/R Year Example



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FY and R/R Year Example



Participation Calculator

2004/03/17

RR / Fiscal Year Analyzer

1. Reserve Section

MC [24 TP] ▼

Requirements

2. RR Date (MM/DD)

02/15

3. Tour Type

IDT paid 2 points ▼

4. Duty Date (YYYY/MM/DD)

2005/03/10

5. Paid Points

2

Date	Type	F2004	F2005	RR Year
2004/04/05	AT	012	000	CURR-012
2004/10/15	PIDT2	000	002	CURR-002
2004/11/10	AD	000	021	CURR-021
2004/12/10	PIDT2	000	002	CURR-002
2005/03/10	PIDT2	000	002	NEXT-000

Add

Delete

Clear All

Current Summary

F2004		
	Min Reqmt	Actual
Paid IDT	24	0
AT	12	12
F2005		
	Min Reqmt	Actual
Paid IDT	24	6
AT	12	0
Current RR		
	Min Reqmt	Actual
Points	35	37

2003

2004

2005

O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S
c	v	e	a	e	a	p	a	u	u	u	e	c	v	e	a	e	a	p	a	u	u	u	e
t			n	b	r	r	y	n	l	g	p	t			n	b	r	y	n	l	g	p	
1st Qtr	2nd Qtr		3rd Qtr		4th Qtr		1st Qtr	2nd Qtr		3rd Qtr		4th Qtr											

Previous

F2004

F2005

Next



Other Ways to Earn Points



- **Funeral Honors**
- **Non-paid IDTS**
- **Additional Duties**
 - **CAP**
 - **ALO**



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Orders

■ **WOTS**

■ **VOCO**

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- **Web Orders Tracking System**
 - **Used to request orders for**
 - **Annual Tours**
 - **School Tours**
 - **Special RPA Tours**

WOTS - Features

- **Member must select “commute” or “travel”**
- **Reset password function**
 - **You will need your SSN, rank and zip code**
- **For help call 1-800-223-1784 ext 71258**
- **IMA User Guide for WOTS is on our website (link is on the WOTS page)**
- **Your questions may be answered on the FAQ page on our Web**

WOTS - New Features

- **Program Managers (PM) can now return an orders request to you**
 - **You will receive an e-mail with instructions to review the remarks section (if you have provided your correct e-mail address)**

- **If you input an *unapproved* amendment**
 - **You will receive an e-mail explaining your amendment request was deleted**



WOTS - New Special Authorizations



- **Special authorization (example: rental car)**
 - **WOTS provides required template**
 - **Program Managers approve or disapprove**
- **Member identifies if telecommuting**
- **Can include accrued leave during tour**
- **Can request IDTs, but won't be on orders**
- **File AF Form 938 and 40A with travel voucher**

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- **Verbal Order of the Commander (VOCO)**
 - **Used only in emergencies for immediate travel**
 - **By direction of commander and/or program manager**
 - **Unit commanders and supervisors must only authorize VOCO after obtaining approval from the Program Manager and HQ ARPC/FMA**
 - **Confirmatory written orders must be accomplished as soon as possible**
 - **Bottom Line: Plan & request tour ahead to avoid VOCO**
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Questions?



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